



Thank you for considering using The Journey Church for your event. Attached you will find an Event Request Form, Rental Agreement Form, Facilities Guideline Form and Waiver and Release Form.

Please review, fill out and return all forms. If you have a special set up for your event, please indicate on the forms, as this will help with planning and booking your event.

When filling out the form, please include any set up and tear down in your hours needed for the event space. Please note: Saturday and Sunday's will have limited available hours due to our Service Times and Events.

The Building Use rate includes set up of any needed resources (i.e. tables, chairs, etc....), clean up and an operations staff available during the event. This will help if any issues arise in the facility during your event.

The facility is not officially reserved until all forms and payment is received by a member of the Journey Leadership Team.

Thank you,
The Journey Church Leadership Team



THE JOURNEY CHURCH

EVENT REQUEST FORM

Today's Date

First Name of Contact

Last Name of Contact

Contact Email

Event Name (is this a Journey Church Ministry Event? (Y / N)

Number of People

Date of Event

Set Up Time

Start Time

End Time

INTERNAL USE ONLY	
Event Request Complete Y / N	Proof of Insurance (Outside Events) Y/N
Rental Agreement Complete Y / N	Cleaning \$100 / Audio-Visual \$150/ SST \$100
Facilities Guideline Complete Y /N	Payment
Waiver and Release Form Complete Y / N	Date
All Teams Notified Y/N	Approved By:

The Journey Church - 11489 Rattalee Lake Road - Davisburg, MI 48350
Ph: 248.475.0006 Email: info@ijourneyonline.com Website: ijourneyonline.com



RENTAL AGREEMENT FORM

I agree to represent the following named group/individual,

with which I am affiliated, with respect to all matters concerning use of the facilities owned by The Journey Church.

I further guarantee payment to be paid in full at time of agreement to The Journey Church for use of space. I have read the Facilities Guidelines for Use and agree to observe these guidelines. I agree to sign a Waiver and Release of Liability.

The Journey Church may cancel any scheduled activity with 48 hours' notice to accommodate church events. The Journey Church also reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement. I further agree to be responsible for any damages incurred to The Journey Church facilities and furnishings and agree that the church will not be held responsible for property, personal or otherwise, left on the premises.

Individuals and Organizations using the facilities must not, in any way, hold to or promote any ideals, values, or goals which are in opposition to church bylaws, constitution, or statement of faith. Any actions or behavior taking place during usage of the church facility must not contradict the values of our church bylaws, constitution, or statement of faith.

**Facilities Needed**

- ☐ Lobby
- ☐ Auditorium
- ☐ Kitchen
- ☐ Kids Room
- ☐ Nursery Rooms
- ☐ Outside Grounds/Parking Lot

Notes:

Resources Needed

- ☐ Audio/Visual (the need to play music or have a microphone or slides) \$150 fee
- ☐ Clean up - \$100 fee
- ☐ Security (subject to Journey Church Approval) \$100 fee
- ☐ Parking Lot (Snow Removal) \$200 fee
- ☐ Rectangular Tables - 8ft. (12 max.)
- ☐ Round Tables - 6ft (10 max.)
- ☐ Chairs (160 max)

Notes:

Printed Name

Signature

Group Name

Date

Email

Phone



FACILITIES GUIDELINES FORM

1. All requests for facility use must be made or confirmed in writing, using the Event Request Form provided.
2. All recurring requests will be renewed as needed.
3. Users should make one visit to see space desired. This will also aid in determination of needs.
4. Exceptions to fees are at the discretion of the Journey Church Leadership Team.
5. If the space is provided at a reduced rate or donated, the user is expected to leave the space in as clean a condition as possible, with all paper and garbage properly disposed of, lights turned off and doors secured at the end of the use.
6. Janitorial services are included in the fee. This includes set-up and clean-up.
7. Coffee, other refreshments, and containers, etc. must be provided by the user or be pre-arranged with The Journey Church.
8. Church furnishings will remain in their usual configuration unless previously arranged with the Journey Leadership Team.
9. Payment for the use of The Journey Church will be detailed according to the Rental Agreement Form.
10. Needs for space and services must be determined no later than 30 days prior to the event.
11. The facility is non-smoking and non-alcohol. There is absolutely no smoking in the buildings and no alcohol anywhere on the property.
12. The users shall be responsible for any security protection needed. In addition, the user shall pay all taxes, fees, or other government charges as a result for the use of the space, The Journey Church will in no way be responsible.
13. All events will be slated to end no later than 10:00 p.m., unless given special permission by the Journey Leadership Team.

Printed Name

Signature

Date



WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by The Journey Church to use the facilities owned by the Church, under terms as outlined in the Facilities Guidelines and Rental Agreement, I, members of the represented group, our heirs, guest(s), executor(s), administrator(s), and /or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against The Journey Church, its members, Pastors, staff, employees, agents, successors, and/or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages. Further, we shall defend, keep, save and hold harmless and indemnify The Journey Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

Printed Name

Signature

Date

Group Name

Email

Phone